

MILPERSMAN 1301-906

NAVY OFFICER LEADERSHIP CONTINUUM TRAINING

Responsible Office	NAVPERSCOM (PERS-452)	Phone: DSN COM	882-4058 (901) 874-4058
	Naval Leadership and Ethics Center	Phone: DSN COM	841-7422 (401) 841-7422
	Center for Personal and Professional Development	Phone: DSN COM	492-5600 (757) 492-5600
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1412.14 (b) OPNAVNOTE 5450 Ser N131/14U114074 of 28 Jul 2014 (Canc: Jul 2015) (c) NAVPERS 15839I, Vol I (d) CHNAVPERS Memo For The Record of 10 Jul 13 (NOTAL)
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1. **Purpose.** To establish procedures for officers to attend leadership training courses.
2. **Background.** Reference (a) sets the minimum standards for qualifying and screening officers for command. Reference (b) publishes the fiscal year (FY) 2014 to FY 2018 unrestricted line (URL) command - sequential; URL major command at sea; URL major command ashore; URL major defense attaché; restricted line (RL) and Staff Corps major command lists. Reference (c) includes all approved additional qualification designators (AQD). Reference (d) directs and specifies attendance at Navy officer leadership continuum training.
3. **Policy**
 - a. Most officers in communities with established training pipelines en route to division officer (DO) and department head (DH) billets receive the required leadership training course as

a portion of that pipeline. Officers who are in career fields without en route pipelines and who need DO or DH courses will receive the leadership training courses at one of the Center for Personal and Professional Development (CPPD) learning sites. Exhibit 1 delineates which officer communities receive the courses during an existing pipeline and which will necessitate an intermediate stop for leadership training at a CPPD learning site.

b. Reference (a) states that command leadership training is mandatory for all officers serving in command positions. All prospective commanding officers (PCOs) receive this training via an intermediate stop at the Naval Leadership and Ethics Center (NLEC), attending the Commanding Officer Leadership Course (COLC). O-6 officers en route to initial command shall attend the COLC prior to assuming command. O-6 officers en route to subsequent command of a command listed in reference (b) shall attend the Major Command Leadership Course (MCLC) prior to assuming command. O-6 officers en route to subsequent command who have attended COLC and successfully completed O-5 command (not milestone billet) will attend the MCLC. To comply with reference (a), prospective major command officers who have not previously completed the COLC will attend a hybrid course consisting of 1 week at the COLC followed by 1 week at the MCLC.

c. Officers who have attended the COLC or MCLC, who served in a commander command or major command billet, and are subsequently ordered to a second command in the same billet grade, are not required to attend the same NLEC Course if it has been less than 4 years since last attendance. If it has been greater than 4 years since last attendance, the officer must attend the appropriate NLEC course again. Officers en route to all aviation and surface executive officer (XO) fleet-up to commanding officer (CO) billets and Navy recruiting district XO billets that fleet-up to command shall attend the COLC.

d. Post-major command officers heading to sequential command of a command listed in reference (b) may attend the 2-day Sequential Major Command Course (SMCC), which typically convenes on a quarterly basis.

e. All prospective XOs receive their leadership training via an intermediate stop at the NLEC while on permanent change of station (PCS) orders en route to their leadership assignment. Officers who have previously attended the Executive Officer Leadership Course (XOLC) will not be required to attend the

course again upon selection to a subsequent XO assignment. Officers en route to an officer in charge (OIC) tour may attend the XOLC on a case-by-case basis.

f. The Command Spouse Leadership Course (CSLC) is offered at the NLEC for the spouses of PCOs. The intention is for spouses to attend this course one time only while the active duty member is attending command leadership training. An invitation for spouses will be included in the PCO's orders, with the requirement to confirm the spouse's attendance with the NLEC.

4. **Action**. Detailers remain responsible for ensuring the appropriate CPPD or NLEC course quota(s) are obtained prior to completing orders for their constituents. Additional direction includes:

a. PCS orders for officers en route to leadership tours who do not receive leadership training during an existing pipeline, to include training received at initial accessions sources, will include an intermediate stop for leadership training at a CPPD learning site or NLEC.

b. Utilize the matrix in exhibit 1 to determine leadership training attendance via existing pipeline, through a CPPD learning site, or NLEC during PCS transfer.

c. Quotas are obtained directly through the Enterprise Naval Training Reservation System, except as outlined in paragraph 4f of this article. Exhibit 2 lists primary sites where NLEC and CPPD officer leadership courses are delivered. Contact information for Navy Personnel Command (NAVPERSCOM), Allocations and Statistics/Space Cadre Branch (PERS-452) is also provided for quota support only.

d. Any officer unable to attend the appropriate DO or DH leadership course must receive a waiver from Deputy Chief of Naval Personnel (BUPERS-00B). This waives attendance en route only.

e. Per reference (c), upon successful completion of the applicable leadership course, detailers will ensure the appropriate AQDs are updated in the Officer Assignment Information System.

f. Attendance at NLEC is mandatory prior to assuming command, unless waived by Chief of Naval Personnel per reference (a). Quotas for the MCLC, COLC, XOLC, and SMCC are requested through NAVPERSCOM (PERS-452) and guided by the below business rules:

(1) Orders to NLEC must be approved and written at least 6 weeks prior to class convening dates. NLEC must approve any orders written within 6 weeks to ensure adequate time for the attending officer to complete specified prerequisites, which include the 360 evaluation process.

(2) Detailers will coordinate with NAVPERSCOM (PERS-452) in the selection and management of MCLC, COLC, XOLC, and SMCC quotas. NAVPERSCOM (PERS-452) shall maintain and make available to the appropriate stakeholders a listing of available course quotas. These will be further disseminated to each division on a fair share basis in order to facilitate maximum course effectiveness and even course loading. Maximum/minimum student loads for each course are: COLC 42/15; XOLC 25/8; MCLC 14/6.

(3) As a variety of designators is essential for peer-to-peer interaction and learning, the COLC should be limited to no more than 15 officers of a single designator, with 8 being the limit for the XOLC, and 3 for the MCLC.

EXHIBIT 1
OFFICER LEADERSHIP DEVELOPMENT COURSES

Division Officer Leadership Course (DIVOLC) [CIN: P-7C-0100]

Communities receiving during pipelines		Communities receiving at CPPD (en route PCS)
Special Warfare	Judge Advocate General	Special Operations
Submarine	Limited Duty Officer and Chief Warrant Officer	Aviation Maintenance Duty Officer
Aviation	Civil Engineer Corps	Public Affairs Officer
Information Warfare	Chaplain	Nurse Corps (Reserve Officer Training Corps (ROTC) option)
Intelligence	Supply	
Dental, Nurse, and Medical Service Corps	Surface O-1 and O-2 (part of Basic Division Officer Course (BDOC))	

Department Head Leadership Course (DHLC) [CIN: P-7C-0101 and P-7C-0103]

Communities Receiving During Pipelines	Communities Receiving at CPPD (en route PCS)	
Surface (O-3)	Aviation	Medical, Dental, Nurse, and Medical Service Corps
Submarine	Special Operations	Aviation Maintenance Duty Officer
Supply	Special Warfare	Aviation Engineering Duty Officer
	Information Warfare	Chaplain
	Intelligence	Judge Advocate General
	Limited Duty Officer and Chief Warrant Officer	Public Affairs Officer
	Oceanographer	Civil Engineer Corps
	Information Professional	Human Resources

Executive Officer Leadership Course (XOLC) [CIN: P-1B-0005]

For officers, typically O-4 and above, going to designated XO or "XO equivalent" billets and officers en route to OIC tours.

Commanding Officer Leadership Course (COLC) [CIN: P-1B-0004]

The COLC is required of all PCOs, lieutenant through captain. O-6 officers en route to initial command shall attend the COLC prior to assuming command. Officers who have attended COLC and served in a commander command billet and are subsequently ordered to a second command in the same billet grade are not required to attend the COLC if it has been less than 4 years since last attendance. If it has been greater than 4 years, the officer must attend the COLC again. Officers en route to all aviation and surface XO fleet-up to CO billets and Navy recruiting district XO billets who fleet-up to command shall attend the COLC.

Major Command Leadership Course (MCLC) [CIN: P-1B-0060]

O-6 officers en route to subsequent command of a command listed in reference (b) shall attend the MCLC prior to assuming command. O-6 officers en route to subsequent command, who have attended COLC and successfully completed O-5 command, will attend MCLC. Prospective major command officers, who have not previously completed COLC, will attend a hybrid course of 1 week at the COLC and 1 week at the MCLC.

NOTE: Quotas for the MCLC, COLC, XOLC, and SMCC should be obtained directly from NAVPERSCOM (PERS-452) point of contact provided in exhibit 2.

EXHIBIT 2
Navy Leadership Learning Sites

Learning Sites	Courses Offered
Naval Leadership and Ethics Center 440 Meyerkord Avenue Newport, RI 02841-1617 COMM: (401) 841-7422/6382 DSN: 841-6383/7422 https://www.usnwc.edu/nlec	MCLC COLC XOLC SMCC CSLC
Navy Personnel Command PERS 452 5720 Integrity Drive Millington, TN 38055-4500 COMM: (901) 874-4209/3256 DSN: 882-4209/3256	(Quotas only) MCLC COLC XOLC SMCC
CPPD Learning Site San Diego 3975 Norman Scott Road Suite 3 San Diego, CA 92136-5504 COMM: (619) 556-8689 DSN: 522-8689	DHLCL DIVOLC
CPPD Learning Site Dam Neck Annex 1905 Regulus Avenue 2 nd deck Virginia Beach, VA 23461-2009 COMM: (757) 492-5700 DSN: 492-5700	DHLCL DIVOLC
CPPD Learning Site Pensacola NTTC Corry Station 640 Roberts Ave, Bldg 511 Pensacola, FL 32511 COMM: (850) 452-6413/6416 DSN: 922-6413/6416	DIVOLC
Officer Training Command 291 Kollmeyer Street Newport, RI 02841-1524 COMM: (401) 841-2921/4321 DSN: 948-2921/4321	DIVOLC

Learning Sites	Courses Offered
Surface Warfare Officer School (SWOS) 446 Cushing Road Newport, RI 02841-6382 COMM: (401) 841-4957/4958 DSN: 948-4957/4958	DHLC
SWOS Learning Site Norfolk Mitscher Center 1474 Gilbert Street Norfolk, VA 23511-2612	DIVOLC (incorporated into BDOC)
SWOS Learning Site San Diego 3975 Norman Scott Road San Diego, CA 92136-5599	DIVOLC (Incorporated into BDOC)
Navy Supply Corps School Naval Station Newport 1378 Porter Road Newport, RI 02841-1210 Tel: (401) 841-4826	DHLC DIVOLC
Naval Submarine School Box 700 Groton, CT 06349-5700 COMM: (860) 694-3637 Fax: (860) 694-3637	DHLC DIVOLC